

Policy Committee Minutes – 29 June 2020



WE'RE OPEN
VIC PARK

Please be advised that an **Policy Committee** was held at **5:30 pm** on **Monday 29 June 2020** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.



Cr Brian Oliver– Presiding Member
3 July 2020

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1 Declaration of opening

Cr Brian Oliver opened the meeting at 05:31 pm.

Acknowledgement of Country (by Presiding Member)

I am not a Nyungar man, I am a non-Indigenous man. I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

Ngany yoowart Noongar maam, ngany wadjella maam. Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.

I acknowledge the traditional custodians of this land and respect past, present and emerging leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

Ngany kaaditj Noongar moort keny kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaadijtin, moort, wer boodja ye-ye.

I thank them for the contribution made to life in the Town of Victoria Park and to this region.

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

2 Attendance

Mayor	Mayor Karen Vernon
Banksia Ward	Cr Wilfred Hendriks Cr Claire Anderson Cr Ronhhda Potter
Jarrah Ward	Cr Jesvin Karimi Cr Brian Oliver (Presiding Member) Deputy Mayor Bronwyn Ife
A/Chief Operations Officer	Mr Jack Bidwell
Manager Infrastructure Operations	Mr Gregor Wilson
Manager Governance and Strategy	Ms Danielle Uniza
Senior Place Leader (Urban Forest)	Mr Pierre Quesnel
Secretary	Mr Liam O'Neill

2.1 Apologies

Banksia Ward
Jarrah Ward

Cr Luana Lisandro
Cr Vicki Potter (Deputy Presiding Member)

2.2 Approved leave of absence

3 Declarations of interest

Nil.

4 Confirmation of minutes

COMMITTEE RESOLUTION:

Moved: Cr Bronwyn Ife

Seconded: Cr Claire Anderson

That the Policy Committee confirms the minutes of the Policy Committee held on 20 May 2020.

CARRIED (7 - 0)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronnhda Potter, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

5 Presentations

Nil.

6 Method of dealing with agenda business

COMMITTEE RESOLUTION:

Moved: Cr Jesvin Karimi

Seconded: Mayor Karen Vernon

That Policy Committee in accordance with clause 58 of the *Meeting Procedures Local Law 2019* suspends clause 50 - Speaking twice of the *Meeting Procedures Local Law 2019* for the duration of the meeting.

CARRIED (7 - 0)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronnhda Potter, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

7 Reports

7.1 Review of Policy 212 Graffiti Removal Management

Location	Town-wide
Reporting officer	Denis Lau
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">Existing Policy 212 Graffiti Removal Management [7.1.1 - 2 pages]Track Changes Policy 212 Graffiti Removal Management [7.1.2 - 2 pages]Final Policy 212 Graffiti Removal Management [7.1.3 - 2 pages]

Recommendation

That the Policy Committee recommends that Council:

1. Repeals existing Policy 212 Graffiti Removal Management as an attachment 7.1.1;
2. Adopts amended Policy 212 on Graffiti Removal Management as an attachment 7.1.3.

Purpose

To repeal the existing Policy 212 Graffiti Removal Management and present the amended policy 212 on Graffiti Removal Management to the Policy Committee for a recommendation for Council adoption.

In brief

- The policy on Graffiti Removal Management, previously policy number ENG12, was last reviewed in August 2015. Since this review State Government legislation on graffiti removal management (the Graffiti Vandalism Act 2016 (GVA) has been passed.
- At its Policy Committee meeting of 18 March 2020 (subsequently confirmed through Council resolution 384/2020 of 21 April 2020), it was resolved to request a review of the policy on Graffiti Removal Management, now policy 212, by July 2020. This is part of the broader timetable for review of policies in the 2020/2021 financial year.
- Policy 212 on Graffiti Removal Management guides the principles that the Town will apply to ensure that graffiti is treated within acceptable timeframes through its resources.

Background

1. At its meeting of 18 March 2020, Council received a report relating to a minor review of the Town's policy manual. As part of this review, a timetable was proposed for a review of Council policies during the 2020/2021 financial year.
2. Policy 212 on Graffiti Removal Management is scheduled to be reviewed by July 2020.

- Since the last review of the policy, the GVA has come into effect. The current review takes this into account, although changes to its policy on treatment remain essentially unaffected.

Strategic alignment

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The policy aims to ensure that graffiti is managed on a timely basis so that it does not have a significant effect on commerce and tourism.
EC02 - A clean, safe and accessible place to visit.	The policy aims to ensure assets are well maintained so that the appearance of a property is kept to the standard expected from the community.

Environment	
Strategic outcome	Intended public value outcome or impact
EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.	The policy aims to ensure assets are well maintained in accordance with the service levels expected from the community.

Social	
Strategic outcome	Intended public value outcome or impact
S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.	The policy aims to differentiate Murals/Street Arts from graffiti.

Engagement

Internal engagement	
Stakeholder	Comments
Operations	Review and provide input to policy changes
Governance	Review and provide input to policy changes
Community Development	Review and provide a definition for Murals/Street Arts

Legal compliance

Not applicable

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
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Reputational – the levels of graffiti in high visibility areas become of concern	Moderate	Unlikely	Moderate	Policy to ensure areas are treated in a timely basis.
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Financial implications

Current budget impact	Sufficient funds exist within the annual budget.
Future budget impact	There are not expected to be any budget implications for future years.

Analysis

4. The policy has been reviewed for consistency of application against existing practice. Minor amendments have been made to clarify terminology and other requirements in providing the removal service.
5. It is noted that the GVA has been legislated since the last policy review. This policy has also been reviewed to ensure that there are no inconsistencies against this new legislation.
6. The GVA provides for various penalties to offenders. It also legislates the restitution that convicted offenders may be required by courts to pay to those bodies which have repaired such damage. This is consistent with previous practice by the courts and does not affect existing Town policy.
7. The GVA also provides for local governments to issue and enforce notices to owners who have given consent to the application of unsightly or offensive graffiti on their property (and which is visible from a public place). The likelihood of the need for such notices is considered remote, however, the amended policy notes that the Town will have recourse available under the GVA to its graffiti removal operations.

Relevant documents

[Graffiti Vandalism Act 2016](#)

COMMITTEE DISCUSSION

1. The Committee considered what constitutes as graffiti and if graffiti should be defined in the policy.
2. The Committee was advised if a public mural was defaced by graffiti that the Town would likely need to work with the artist to restore the mural.
3. The Committee discussed the Town's graffiti removal processes and the situations where the Town would not remove graffiti.
4. The Committee noted the Town's powers under the *Graffiti Vandalism Act 2016* and its ability to direct the removal of graffiti by private owners.

5. The Manager Infrastructure Operations undertook to provide further information as to why the Town has removed the reference to engaging contractors from the Policy and to correct the strategic outcomes in the Policy.

AMENDMENT:

Moved: Cr Bronwyn Ife

Seconded: Cr Brian Oliver

That clause 5 of the policy be removed.

CARRIED (7 - 0)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronnhda Potter, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

Reason: That the Town will continue to remove these types of graffiti and we don't need to go into specifics.

AMENDMENT:

Moved: Mayor Karen Vernon

Seconded: Cr Jesvin Karimi

That the sentence 'The Town will seek to apply any recourse available to its graffiti removal operations under the Graffiti Vandalism Act 2016' be removed from clause 4 and be created as the new clause 5.

CARRIED (7 - 0)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronnhda Potter, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

Reason: To make it more clear that in all instances that where the Town undertakes graffiti removal that it seeks to utilise its opportunities to recover the costs under the act.

AMENDMENT:

Moved: Cr Wilfred Hendriks

Seconded: Cr Brian Oliver

That the following the word "will" in clause 2 of the policy the words "endeavor to" be inserted.

LOST (2 - 5)

For: Cr Brian Oliver, Cr Wilfred Hendriks

Against: Cr Claire Anderson, Cr Ronnhda Potter, Mayor Karen Vernon, Cr Bronwyn Ife, Cr Jesvin Karimi

Reason: If it says will it means the Town will remove every piece of graffiti, I think if it is changed to endeavor to it will make it a truer reflection of what the Town can actually do.

AMENDMENT:

Moved: Cr Brian Oliver

Seconded: Mayor Karen Vernon

That the following is added under the definition section of the Policy:

"graffiti has the meaning given to it in the *Graffiti Vandalism Act 2016*"

CARRIED (7 - 0)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronhhda Potter, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

Reason: So it is clear the definition of graffiti when reading the policy.

COMMITTEE RESOLUTION:

Moved: Cr Brian Oliver

Seconded: Mayor Karen Vernon

That the Policy Committee recommends that Council:

1. Repeals existing Policy 212 Graffiti Removal Management as an attachment 1;
2. Adopts amended Policy 212 on Graffiti Removal Management as an attachment 3, inclusive of the following changes:
 - a. Clause 5 be removed.
 - b. That the sentence 'The Town will seek to apply any recourse available to its graffiti removal operations under the Graffiti Vandalism Act 2016' be removed from clause 4 and be created as the new clause 5.
 - c. That the following is added under the definition section of the policy:
"graffiti has the meaning given to it in the *Graffiti Vandalism Act 2016*."

CARRIED (7 - 0)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronhhda Potter, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

7.2 Review of Policy 255 Street Trees

Location	Town-wide
Reporting officer	Pierre Quesnel
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Policy 255 Street Trees [7.2.1 - 5 pages]2. Policy 255 Trees - Tracked Changes Version [7.2.2 - 7 pages]3. Policy 255 Trees - Clean Copy [7.2.3 - 5 pages]

Recommendation

That the Policy Committee recommends that Council;

1. Repeal Policy 255 Street Trees as attached at attachment 1
2. Adopt Policy 255 Tree Policy as attached at attachment 3

Purpose

To amend the current Street Tree Policy to align with the strategic aims of the Urban Forest Strategy and to facilitate an increase in tree canopy coverage despite increased urban infill development.

In brief

- The existing Policy 255 Street Trees is heavily utilised to guide tree planting, tree maintenance, tree removals, and disputes in the Town.
- Currently, the policy is described as relevant to Street Trees on road reserves however is generally used to guide tree planting, maintenance, and removals for all trees under Town management (eg. Parks and other public spaces).
- It is proposed this policy is amended to include all trees under Town management.
- It is also proposed the policy be updated to meet contemporary community expectations, industry best practice, and the objectives of the Urban Forest Strategy.
- Further updates are proposed to meet current procedures and reduce terminology that is open to broad interpretation

Background

0. At its meeting on 17th September 2019 Council adopted a work plan to complete the review of several policies. Policy 255 Street Tree Policy was one of the policies identified for review.
 1. Policy 255 Street Trees is used to manage street trees throughout the Town.
 2. The current policy is divided into the following sections:
 - () Policy
 - () Pruning and maintenance

- (i) Planting of street trees
 - (ii) Street tree removal
- (a) Procedure
 - () Pruning and maintenance
 - (i) Planting of street trees
 - (ii) Street tree removal
- 3. The Urban Forest Strategy adopted by Council in September 2018 sets the target of doubling the canopy cover in the Town from 10% (as measured in 2016) to a future 20%. Doubling the canopy coverage whilst increasing residential densities will lead to an emphasis on increasing tree canopy in the public realm.
- 4. The Urban Forest Strategy Implementation Action Plan includes Action 1C: *"Establish a policy to protect existing trees on public land and help new trees to reach maturity. Explore mechanisms including; a. effective street tree bonds, b. Tree impact assessments, c. appropriate penalties for tree removal or vandalism."* The amendment to current policy is recommended as encompassing this intent.
- 5. Amendment of this policy is desired by the Town who face challenges applying the policy, particularly when it misaligns with strategic direction and when wording is ambiguous and open to interpretation and exploitation.
- 6. A comprehensive review of tree policies from metropolitan Perth local governments has been conducted by the Parks Technical Officer and has been drawn upon in these recommended amendments.

Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	This policy amendment recommends expansion of its scope to apply to all Town managed trees. Amending this policy will directly improve the ability to create and maintain and manage appropriate, inviting, and sustainable green spaces.
EN07 - Increased vegetation and tree canopy.	This policy amendment will provide the necessary support for tree planting programs that aim to increase the tree canopy coverage of the Town.

Engagement

Internal engagement	
Stakeholder	Comments
Senior Parks and operations Team, Place Planning Team	The policy amendments were initially developed by Parks Technical Officer and Place Leader Urban Forest.

Senior Parks and operations Team, Place Planning Team	A workshop was then conducted with senior parks and operations staff to form a shared consensus on the amendments.
Senior Parks and operations Team, Place Planning Team	Following this, the final recommendations were circulated to Parks and Operations senior staff for final comments before the proposed amendments were finalised.
Urban Planning	The urban planning team were consulted on the policy. The policy was confirmed to align with the Local Planning Policy 39 Planting and Retention of Trees. Regarding the clause relating to the design of developments to accommodate street trees, the Urban Planning team confirmed that this is included in LPP39 clause 3 therefore enforceable via the Development Application process.

External engagement	
Stakeholder	Comments
Urban Forest Strategy Implementation Working Group	<p>The Urban Forest Strategy Implementation Working Group have received a copy of the new Tree Policy for review and feedback. Feedback received was positive and support of the policy was expressed. Additional edits and structural changes were suggested which were included in the final version.</p> <p>Additional feedback and suggestion for consideration include:</p> <ul style="list-style-type: none"> Inclusion of a clause stating trees should not be pruned if an active bird nest is identified.

Legal compliance

[Section 2.7 of the Local Government Act 1995](#)

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Certain sections of the community have negative perceptions of trees in the public realm particularly near their own property.	Minor	Likely	Moderate	Increase the education and awareness campaign associated with the UFS implementation.

Economic Strong penalties and a requirement for development to be designed to accommodate existing street trees could restrict development opportunities within the Town.	Minor	Possible	Moderate	Clear communication with developers in the early design stages. Helliwell value system is proposed which provides lower values than comparative value systems.
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Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Not Applicable

Analysis

7. The "track changes" version of the attached policy includes specific reasoning for each change.
8. The general reasons for the amendments include:
 - () Updating to contemporary terminology and removing references to superseded Tree Plan.
 - (a) Simplification of wording.
 - (b) Improved customer service for pruning works.
 - (c) Expansion and improved reasoning for tree pruning.
 - (d) Removal of impractical and ineffective clauses.
 - (e) Clarification of prosecution potential and relationship with local laws.
 - (f) Clarifying the priority of street tree provision over personal preference.
 - (g) Defines the financial implications for private development when a street tree is removed or damaged and clarifies that removal is only conducted when all other design options are exhausted.
 - (h) Expansion of the procedure for tree pruning and maintenance.
 - (i) Explanation of the intent for the town to conduct an annual tree-planting program and its process.
 - (j) Explanation of the Street Tree Request program.
 - (k) The ability of trees under 3m or "dead" to be removed without community consultation.

9. The amended policy will assist the parks and operations team in applying consistent, clear responses to resident requests for tree pruning, removal, planting, and other management considerations.
10. It will enable best practice management of the Town's urban forest to ensure tree health and longevity and a positive relationship between the community and the vital "living infrastructure" that is the Urban Forest.
11. The amended policy also facilitates mass tree planting on Town managed land to pursue the targets of the Urban Forest Strategy.

Relevant documents

- Current policy: [https://www.victoriapark.wa.gov.au/About-Council/Policy-library/Policy-255-Street-Trees?BestBetMatch=street%20tree%20policy\[d13b95b2-5146-4b00-9e3e-a80c73739a64|4f05f368-ecaa-4a93-b749-7ad6c4867c1f\]en-AU](https://www.victoriapark.wa.gov.au/About-Council/Policy-library/Policy-255-Street-Trees?BestBetMatch=street%20tree%20policy[d13b95b2-5146-4b00-9e3e-a80c73739a64|4f05f368-ecaa-4a93-b749-7ad6c4867c1f]en-AU)
- Policy 255 Tree Policy 2020 - Proposed Clean (attached)
- Policy 255 Tree Policy 2020 - Proposed Track Changes (attached)
- LPP39 Tree planting and Retention

COMMITTEE DISCUSSION

1. The Committee discussed the scope of the policy and if it applies to only trees under Town control or trees generally.
2. The Manager Infrastructure Operations undertook to correct clause 19 regarding adjacent.
3. The Committee noted that where trees were removed or destroyed that the Town would endeavor to replace them as soon as practicable.
4. It was explained to the Committee the nature of the works undertaken by the Town to meet Western Power requirements and that the Town would not undertake those works for private trees.
5. The Committee considered the use of the word 'Tree' verses 'Town tree' in the policy and if that should be defined in the definitions and used consistently.
6. The Committee queried the extent to which the Town's contractors followed the standards required by the Policy and how the Town made sure those contractors did not over prune or damage trees.
7. The Committee noted that an arborist report was prepared against every tree in the Town each year to set out the works that need to be completed against that tree.
8. The Committee considered where residents want to refuse to have a street tree and if the wording in the Policy should be strengthened regarding this.

9. The Committee discussed the choices offered to residents in terms of what trees they may have outside their property and why the Town did not always offer native trees.
10. The Committee considered health and allergy concerns raised by residents in relation to street trees and the extent of evidence sought by the Town.

AMENDMENT:

Moved: Cr Ronnhda Potter

Seconded: Cr Claire Anderson

That 'road reserve' be removed from clause 13.

CARRIED (7 - 0)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronnhda Potter, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

Reason: To broaden the scope of planting locations

AMENDMENT:

Moved: Cr Ronnhda Potter

Seconded: Cr Bronwyn Ife

That clause 34 be amended to read:

"Subject to clause 26(e), a tree that is clearly dead can be removed without community consultation, unless:

- a. the tree has evidence of habitation or recent habitation of species that is classified as threatened or endangered; or
- b. the tree is of cultural heritage significance as defined in the *State Heritage Act 2018*."

CARRIED (7 - 0)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronnhda Potter, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

Reason: That some trees may not show signs of life, they still can offer protection to threatened species or may have cultural significance.

AMENDMENT:

Moved: Cr Brian Oliver

Seconded: Cr Jesvin Karimi

That clause 3 be amended to insert the word 'Town' before the word 'tree'.

CARRIED (6 - 1)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronnhda Potter, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: Mayor Karen Vernon

Reason: So its clear as to what requests the Town will deal with.

AMENDMENT:

Moved: Cr Wilfred Hendriks

Seconded: Nil.

That a new clause 9 be added to read that "A tree will not be pruned to improve reception for 5g technology." and renumber all other clauses accordingly.

Lapsed for want of a seconder

Reason: That 5G technology in the higher gigahertz range will not go through buildings and trees. If you cut down trees you might be better reception. This could arise in future as the 5g network is rolled out. I like our trees and don't want them put down for that reason.

AMENDMENT:

Moved: Mayor Karen Vernon

Seconded: Cr Jesvin Karimi

That the words 'The cost of pruning a verge tree(s) necessitated by adjacent property development shall be the responsibility of the developer' be removed from clause 8(f) and be added as a new clause 9.

CARRIED (7 - 0)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronhhda Potter, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

Reason: It should be clear that developers are required to pay for pruning of trees relating to their development.

AMENDMENT:

Moved: Mayor Karen Vernon

Seconded: Cr Bronwyn Ife

That clause 32(d) be amended to read "The tree causes allergy or health problems. The Town may consider removal of the tree, subject to appropriate evidence from a medical practitioner confirming that allergy or health problem."

CARRIED (7 - 0)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronhhda Potter, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

Reason: To provide an opportunity for the Town to consider those circumstances where a resident may have an allergy or health problem where a resident may have a allergy health problem caused by a tree.

COMMITTEE RESOLUTION:

Moved: Cr Ronhhda Potter

Seconded: Cr Brian Oliver

That the Policy Committee recommends that Council;

1. Repeal Policy 255 Street Trees as attached at attachment 1

2. Adopts Policy 255 Tree Policy as attached at attachment 3, inclusive of the following changes:

a. That 'road reserve' be removed from clause 13

b. That clause 34 be amended to read:

"Subject to clause 26(e), a tree that is clearly dead can be removed without community consultation, unless:

a. the tree has evidence of habitation or recent habitation of species that is classified as threatened or endangered; or

b. the tree is of cultural heritage significance as defined in the *State Heritage Act 2018*."

c. That clause 3 be amended to insert the word 'Town' before the word 'tree'.

d. That the words 'The cost of pruning a verge tree(s) necessitated by adjacent property development shall be the responsibility of the developer' be removed from clause 8(f) and be added as a new clause 9.

e. That clause 32(d) be amended to read "The tree causes allergy or health problems. The Town may consider removal of the tree, subject to appropriate evidence from a medical practitioner confirming that allergy or health problem."

CARRIED (7 - 0)

For: Cr Brian Oliver, Cr Claire Anderson, Cr Ronnhda Potter, Mayor Karen Vernon, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

8 Motion of which previous notice has been given

9 Meeting closed to the public

9.1 Matters for which the meeting may be closed

9.2 Public reading of resolutions which may be made public

Nil.

10 Closure

There being no further business, Cr Brian Oliver closed the meeting at 07:41 pm.

I confirm these minutes to be true and accurate record of the proceedings of the Council/Committee.

Signed:
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Dated this: Day of: 2020